

City of St. Louis Department of Health

FY2014

Contract Period: July 1, 2014 – February 28, 2015

REQUEST FOR PROPOSALS

APPLICATION MATERIALS

FOR

Website Development and Marketing Materials

RFP OPENING DATE: May 19, 2014

RFP CLOSING DATE: June 6, 2014

**City of St. Louis Department of Health
Communicable Disease-Planning Council Support
1520 Market Street, Room 4027
St. Louis, MO 63103
(314) 657-1401**

Note: If this RFP was downloaded from the City of St. Louis RFP Website each applicant must provide contact information to the RFP contact person in order to be notified of any changes in this RFP document.

NOTICE

BIDDER'S PRE-APPLICATION MEETING

**FY2014
APPLICATION**

Website Development and Marketing Materials

Attendance required
Please RSVP

Date: Friday, May 23, 2014

Time: 2:00 pm – 3:30 pm

Location: **City of St. Louis Department of Health
1520 Market Street - Room 4051
Large Conference Room
St. Louis, MO 63103**

Contact: Ms. Montara November
City of St. Louis, Department of Health
Communicable Disease-Planning Council Support
St. Louis, MO 63103
(314) 657-1401
NovemberM@stlouis-mo.gov

or

Mrs. Sharita Rogers
City of St. Louis, Department of Health
Communicable Disease-Planning Council Support
St. Louis, MO 63103
(314) 657-1513
RogersS@stlouis-mo.gov

**The City of St. Louis Department of Health
Communicable Disease, Planning Council Support**

Website Development and Marketing Materials

The City of St. Louis Department of Health Request for Proposal application reflects the components each Proposer must address to demonstrate their expertise and capacity to successfully develop and produce a webpage and marketing materials. Proposals must be submitted following the format requirements, address each of the application components, and contain all required attachments to be considered for review.

I. APPLICATION FORMATTING REQUIREMENTS

ESTIMATED RANGE TO BE AWARDED: \$7,000

Request for Proposals (RFP) may be obtained beginning May 19, 2014, from Montara November at the City of St. Louis Department of Health, Communicable Disease-Planning Council Support, 1520 Market Street, Suite 4027, St. Louis, MO 63103, or downloaded from the St. Louis City website at <https://www.stlouis-mo.gov/government/procurement.cfm> or by contacting Montara November at novemberm@stlouis-mo.gov or (314) 657-1401.

All questions must be submitted in writing no later than close of business Wednesday, May 21, 2014 to Montara November, Program Coordinator, City of St. Louis Department of Health, 1520 Market Street, Suite 4027, St. Louis, MO 63103 by contacting her at novemberm@stlouis-mo.gov or at (314) 657-1401. All questions will be addressed at the pre-application conference.

An original, five (5) paper copies bound, one (1) copy unbound and one (1) CD in Microsoft Word and/or Adobe Acrobat (.pdf) of the proposal must be submitted to the St. Louis Department of Health by **4:00 p.m. June 6, 2014. *Late or incomplete proposals will not be accepted.*** Proposers must adhere to the following:

- Applications must be in English
- Five (5) copies of the application must be bound; one (1) copy must be unbound
- Use 12-point font
- Use 8.5 by 11 inch white paper that can be photocopied
- Top, bottom, left, and right margins may not be less than one inch each
- Text may be either 1.5 or double spaced
- Each copy must contain a Table of Contents
- CD must be properly formatted and be able to be read by Department of Health computers using Microsoft Word 95, 97, XP and newer versions or Adobe Acrobat (.pdf). ***CD must contain the same information as original paper copy, i.e., (draft RFPs and resulting contracts, draft participation agreements and sole source contracts, organizational chart, resumes of key staff, most current financial statement, documentation of not for profit status, letters of support, current business license, etc.).***

II. DESCRIPTION AND QUALIFICATION REQUIREMENTS

The City of St. Louis Department of Health is the local public health agency serving the City through its vision, mission, and values:

Our Vision

The City of Saint Louis will be a healthy environment where citizens realize their desire for longer, healthier and happier lives at home, at work and in their neighborhoods.

Our Mission

To assure a healthy community through continuous protection, prevention and promotion of the public's health. This is achieved by caring, qualified, culturally competent employees who are responsive and proactive to community needs.

Our Values

- **Professionalism** Assuring a qualified, accountable and skilled staff, grounded in the philosophy of customer service.
- **Quality** Providing our customers with excellence in care and services that is continuously improved.
- **Diversity** Respecting and understanding differences, valuing the worth and dignity of each person and the importance of treating all people in a non-judgmental manner.
- **Collaboration** Building and maintaining strategic alliances and working together with other organizations in order to assess and understand emerging public health needs within the community.
- **Confidentiality** Providing services in a confidential manner.
- **Access** Promoting access to health care services and reducing disparities in health outcomes for all citizens.
- **Advocacy** Providing leadership that assures optimal health through education and the development of public health policies and programs, raising community awareness and promoting healthy lifestyles.
- **Teamwork** Working together, everyone accomplishes more.

Basis of the Project

The basis of this project is to provide website development and maintenance as well as assisting with the development and production of marketing materials for the St. Louis Regional HIV Health Services Planning Council and the Communicable Disease Division of the City of St. Louis Department of Health. The purpose of the Planning Council is to plan for and design the present and future system of care for persons with HIV in a way that is comprehensive, culturally sensitive, and reflective of the metropolitan St. Louis HIV TGA community. The Planning Council collaborates with persons and agencies providing other resources to identify and address needs, and to ensure quality, efficiency,

effectiveness and continuity of care. The Planning Council must make available for public inspection records of the recommendations made by committees or other subgroups to the Planning Council, as well as the subsequent actions taken by the Planning Council. The Communicable Disease Division of the City of St. Louis Health Department serves the St. Louis region through planning, education, data reporting, and dissemination of information regarding these diseases. The Communicable Disease Division enlists community support in developing and conducting interventions as well as providing care services that protects individuals, our community and ultimately the spread of all communicable disease.

The Planning Council and Communicable Disease Division would like to develop a joint webpage to display meeting dates, times and locations, events, reports, meeting documentation, and available local, state and national resources for the community. Additionally, in order to perform outreach and member recruitment, marketing materials will need to be developed to direct community members to the webpage so that they may find out more information regarding departmental activities and initiatives.

Qualifications:

At this time the City seeks to contract with a community partner for website and marketing materials development and production. The contractor will be tasked with producing, managing, and coordinating the following phases of the project:

- A. Develop a professional and original website and marketing materials with special attention to page layout, graphics, and functionality while keeping the end user and community in mind to ensure accessibility and understandability of the mission, goals, and services of the Planning Council and Communicable Disease Division.
- B. Perform website maintenance and support as needed.
- C. Train the City of St. Louis, Department of Health Communicable Disease employees and Planning Council Support staff on a regular basis on website updates and tools.
- D. Demonstrate capability to City of St. Louis, Department of Health Communicable Disease employees and Planning Council Support staff to meet marketing needs and website uploads in a timely manner.
- E. Complete website development within a month of contract award.
- F. Develop website and marketing materials for the contract year for \$7,000 or less.**
- G. Provide marketing materials in electronic format as well as in print for distribution.

The preferred starting date of this contract is July 1, 2014 for an initial seven (7) month term ending February 28, 2015. All work and services will be performed during the hours agreed upon by DOH and the contractors(s).

Evaluation Criteria: Proposal submissions will be evaluated and selection based on the responses received to the project abstract and program narrative. Evaluation criteria and points assigned are described in Section VI below.

III. PROGRAM NARRATIVE (Maximum of 20 1.5-line or double-spaced pages)

The program narrative should be a minimum of two pages and a maximum of 20 1.5-line or double-spaced typewritten pages numbered consecutively. Proposers must respond to each of the required narrative proposal components (IV A-E). The order of the responses must follow exactly the order provided below. The Proposer's primary response should be included in the body or text of the submitted proposal. The response to proposal components may not consist solely of references to attached materials. This is not to say that Proposers may not attach documentation or material to demonstrate capacity or prior projects, but the response must not consist exclusively of attached material. Proposals should indicate how they would work in collaboration with the City DOH and other community partners and specify the following:

A. General Capability of the Applicant (30 Points)

- Describe the organizations overall mission and scope of services and experience in website development for public health organizations; including hours of operation. Program descriptions may be appended.
- Briefly describe experience in providing the type of service requested in the RFP.
- Briefly describe the numbers, sociodemographic characteristics, and geographic distribution of the persons served previously in your programs.
- Describe the agency's capability for collecting and reporting data through computer-based programs.

B. Website and Marketing Materials Development (20 Points)

- Describe the organizations ability to create a professional and original website, with special attention to page layout, graphics and functionality.
- Describe the organizations ability to create marketing materials specific to public health organizations and activities related to our mission, goals and services provided.
- Describe the organizations ability to effectively training DOH staff to be user-friendly in providing timely updates to interested parties.
- Describe any and all educational background on website development.
- Describe how organization will be able to develop a website and go live within one month of the contract award.

C. Marketing (25 Points)

- Describe the capability of developing an integrated target marketing strategy for each specific niche marketing utilizing both online and offline tactics that are repeatable, scalable and flexible enough to be implemented with strategic modifications for other programs.
- Describe in detail your marketing plan that will best help to achieve the goals of this RFP.
- Describe any and all experience in providing marketing materials to public health organizations.
- Describe any educational background/experience in understanding how to effectively market to people around sexually transmitted diseases.

D. List of Current Clients/Collaboration and History of Related Experience (10 Points)

- **Provide a written list of current community partners the organization is engaged with and the nature of the partnership(s).**
- Describe any experience in working with community partners in developing marketing materials for community use.

IV. BUDGET AND FINANCIAL DATA

Budget Narrative and Budget (10 Points)

Describe the costs associated with website and marketing materials development.

Develop and submit the service category budget that includes at a minimum the budget lines listed below. A budget narrative for each budget line should be included ensuring the level of detail required by the type of item funded. In developing your budget, keep in mind that administrative charges may not exceed 8% of the total direct service charges to the contract. The components of administrative costs must be explained in the narrative.

Personnel Costs: Personnel costs should be explained by listing each staff member who will be supported from funds, their name (if possible), position title, percent full-time equivalency, and annual salary.

Fringe Benefits: List the components that comprise the fringe benefit rate, for example health insurance, taxes, unemployment insurance, life insurance, retirement plan, and tuition reimbursement.

Travel: Travel costs should be broken out based on whether they are local or long distance. For local travel, the mileage rate, number of miles, reason for travel (e.g., staff training, client visits, etc), and staff members/others completing the travel should be outlined. Long distance travel is limited to HRSA-sponsored meetings.

Equipment: List equipment costs and describe why they are needed to carry out the program's goals. Extensive justification and a detailed status of current equipment must be provided when requesting funds for the purchase of computers and furniture items that meet the definition of equipment

Supplies: List items the project will use, and be sure to separate office supplies from medical and educational purchases. Office supplies include paper, pens, and the like. Medical supplies include syringes, blood tubes, plastic gloves, etc. Educational supplies would include pamphlets and educational videotapes, for example.

Subcontracts: Sub-contracts are not required as part of the application submission.

Other: All costs that do not fit into the previous categories should be classified under "other." In some cases, rent, utilities, and insurance would fall under this category.

Administrative: Administrative Activities as defined in the Part A legislation include - a) usual and recognized overhead activities, including established indirect rates for agencies; b) management oversight of specific program funded under Part A; and c) other types of program support such as quality assurance, quality control, and related activities

Financial Information

Provide the following financial documents:

- a. A copy of your program/organization budget for the most recent fiscal year.
- b. A summary of your current 2013/2014 contracts, including the funding sources.
- c. A list of outside funds applied for to provide partial support for the proposed project and the status of those applications.
- d. Listing of governing body members and officers, as applicable.
- e. Most recent audited financial report. Report must be from within the previous three years.

f. Not for Profit organizations should attach evidence of 501 (c) 3 status which includes the following documents:

- IRS Tax Determination Letter
- Articles of Incorporation

V. OTHER REQUIREMENTS

Other Requirements:

- g. The successful bidder must obtain and maintain a current business license and pay all applicable taxes to the City of St. Louis.
- h. M/W/DBE Participation: It is the policy of the City of St. Louis to address the effects of identified discrimination against minority business enterprises and women's business enterprises within its jurisdiction. Contractual services shall be allocated according to the policy. The method that the city shall employ to implement that policy is the establishment of a goal of at least 25% minority business enterprise participation and at least 5% women's business enterprises participation in contracts and purchases wherein City funds are collected or expended. Please provide information on minority and women enterprise participation in your company. (Attachment C)
- i. Living Wage Requirements: Bidders [Proponents] are hereby advised that the St. Louis Living Wage Ordinance #65597 and associated Regulations apply to the service [concession] [lease] [City Financial Assistance] for which [bids] [proposals] are being sought herein. This Ordinance requires that, unless specific exemptions apply, all individuals who perform work pursuant to a contract executed between the successful [bidder] [proponent] and the City [Agency] must be paid a minimum of the applicable Living Wage rates set forth in the attached Living Wage Bulletin (Attachment E), and, if the rates are adjusted during the term of the contract pursuant to the Ordinance., applicable rates after such adjustment is made. Each bidder [proponent] must submit the attached "Living Wage Acknowledgement and Acceptance Declaration" (Attachment E) with the bid [proposal] will result in rejection of the bid [proposal]. A successful bidder's [proponent's] failure to comply with contract provisions related to the Living Wage Ordinance may result in termination of the contract and the imposition of additional penalties as set forth in the Ordinance and Regulations.

Copies of the Ordinance and Regulations are available upon request from The Department of Health, or can be accessed at

<http://www.stlouiscity.com/livingwage>.

A copy of the Living Wage Bulletin now in effect is attached (Attachment B).

VI. EVALUATION CRITERIA

The RFP will undergo the following evaluation process. The DOH, in association with an independent review panel, will evaluate the proposal using the above criteria and provide recommendations to the DOH Professional Service Agreement Committee (PSA), established under City of St. Louis Ordinance 64102. The PSA Committee will evaluate and make selection based on the responses received to the project abstract and program narrative. The total points possible are 100, awarded as follows:

A. General capability of the applicant	30 Points
B. Website and marketing materials development	20 Points
C. Marketing	25 Points
D. List of current clients and collaborations	10 Points
E. <u>Budget and Financial</u>	<u>15 Points</u>
Total	100 Points

VII. RFP TERMS

- A. The City reserves and may exercise one or more of the following rights and options regarding this RFP:
- To reject any and all bids, to seek additional bids, to enter into negotiations and subsequently contract with more than one Bidder at any time during the process.
 - To evaluate separately the individual components of each bid such as any proposed subsystem, product or service, and to contract with such Bidder for any individual component.
 - To cancel or withdraw this RFP without the substitution of another RFP or alter the terms and conditions of this RFP.
 - To modify specific terms and conditions in this document prior to execution.
 - The City reserves the right to renew the contract for an additional one year term for up to two consecutive years.

- B. Contents of Proposals: All materials submitted in accordance with this RFP will become and remain the property of the City and will not be returned. All Proposals shall be considered public records, but may be deemed and treated as closed or exempt by the City Counselor's Office, at the sole discretion of the City Counselor's Office, pursuant to the City's understanding and interpretation of the laws of the State of Missouri. All Proposal material may be treated as open records. The City cannot guarantee confidentiality of any materials during the evaluation process or at any other time. Thus, Proposals and communications exchanged in response to this RFP should be assumed to be subject to public disclosure.

APPLICATION COVER SHEET

**City of St. Louis Department of Health
Health Promotions, Education & Marketing
1520 Market Street, Room 4043
St. Louis, MO 63103
(314) 657-1485**

WEBSITE DEVELOPMENT AND MARKETING MATERIALS

Program/Organization Name: _____

Contact and Address: _____

Telephone#: _____ **Fax:** _____

Email Address: _____

Attachment B

ST. LOUIS LIVING WAGE ORDINANCE

LIVING WAGE COMPLIANCE PROVISIONS: This contract [agreement] is subject to the St. Louis Living Wage Ordinance 65597 and the Regulations associated therewith, copies of which are attached hereto and incorporated herein by this reference. The Ordinance and Regulations require the following compliance measures, and Contractor hereby agrees to comply with these measures:

1. **Minimum Compensation:** Contractor hereby agrees to pay an initial hourly wage to each employee performing services related to this contract [agreement] in an amount no less than the amount stated on the attached Living Wage Bulletin. The initial rate shall be adjusted each year no later than April 1, and Contractor hereby agrees to adjust the initial hourly rate to the adjusted rate specified in the Bulletin at the time the Bulletin is issued.
2. **Notification:** Contractor shall provide the Living Wage Bulletin to all employees, together with a “Notice of Coverage”, in English, Spanish, and other languages spoken by a significant number of the Contractor’s employees within thirty (30) days of contract execution for existing employees and within thirty (30) days of employment for new employees.
3. **Posting:** Contractor shall post the Living Wage Bulletin, together with a “Notice of Coverage”, in English, Spanish, and other languages spoken by a significant number of the Contractor’s employees, in a prominent place in a communal area of each worksite covered by the Contract.
4. **Subcontractors—Service Contracts:** Contractor hereby agrees to require Subcontractors, as defined in the Regulations, to comply with the requirements of the Living Wage Regulations, and hereby agrees to be responsible for the compliance of such Subcontractors. Contractor shall include these Living Wage Compliance Provisions in any contract with such Subcontractors.]
5. **Term of Compliance—Service Contracts:** Contractor hereby agrees to comply with these Living Wage Compliance Provisions and with the Regulations for as long as work related to this contract is being performed by Contractor’s employees, and to submit the reports required by the Regulations for each calendar year or portion thereof during which such work is performed.]
6. **Reporting:** Contractor shall provide the Annual Reports and attachments required by the Ordinance and Regulations.
7. **Penalties:** Contractor acknowledges and agrees that failure to comply with any provision of the Ordinance and/or Regulations and/or providing false information may result in the imposition of penalties specified in the Ordinance and/or Regulations, which penalties, as provided in the Ordinance and Regulations, may include, without limitation, per order of the City Compliance Official, the following:
 - Suspension and/or termination of the contract, subcontract, lease, concession agreement or financial assistance agreement by the City.
 - Forfeiture and repayment of any or all of the financial assistance awarded by the City of St. Louis.
 - Barring the Contractor or CFAR from eligibility for future City contracts and/or financial assistance until all ordered relief has been made or paid in full.
 - Liquidated damages payable to the City of St. Louis in the amount of \$500 for each week, or part thereof, that an employee has not been provided wages and benefits in accordance with the Living Wage Ordinance. Each weekly violation shall constitute a separate violation of the Ordinance and must be demonstrated separately.

ST. LOUIS LIVING WAGE ORDINANCE
LIVING WAGE ADJUSTMENT BULLETIN

NOTICE OF ST. LOUIS LIVING WAGE RATES
EFFECTIVE APRIL 1, 2014

In accordance with Ordinance No. 65597, the St. Louis Living Wage Ordinance (“Ordinance”) and the Regulations associated therewith, the City Compliance Official for the City of St. Louis has determined that the following living wage rates are now in effect for employees of covered contracts:

- 1) Where health benefits as defined in the Ordinance are provided to the employee, the living wage rate is **\$12.37** per hour (130% of the federal poverty level income guideline for a family of three); and
- 2) Where health benefits as defined in the Ordinance are **not** provided to the employee, the living wage rate is **\$16.18** per hour (130% of the federal poverty level income guideline for a family of three, plus fringe benefit rates as defined in the Ordinance).
- 3) Wages required under Chapter 6.20 of the Revised Code of the City of St. Louis: **\$3.81** per hour.

These rates are based upon federal poverty level income guidelines as defined in the Ordinance and these rates are effective as of **April 1, 2014**. These rates will be further adjusted periodically when the federal poverty level income guideline is adjusted by the U.S. Department of Health and Human Services or pursuant to Chapter 6.20 of the Revised Code of the City of St. Louis.

The Ordinance applies to employers who are covered by the Ordinance as defined in the Ordinance, where the contract or grant is entered into or renewed after the effective date of the Ordinance, which is November 3, 2002. A copy of the Ordinance may be viewed online at <http://www.mwdbe.org> or obtained from:

City Compliance Official
Lambert-St. Louis International Airport
Certification and Compliance Office
P.O. Box 10212
St. Louis, MO 63145
(314) 426-8111

Dated: March 11, 2014



NOTICE TO EMPLOYEES CITY OF ST. LOUIS LIVING WAGE ORDINANCE

This employer is a contractor with the City of St. Louis. This contract is subject to the Living Wage Ordinance (LWO) Number 65597 established by the Board of Alderman. If you are an employee performing any service under this contract, you must be paid a "Living Wage."

THESE ARE YOUR RIGHTS...

Living wage

If you are an employee performing services under a City contract, you must be paid not less than the living wage rate of \$12.37 per hour plus at least \$3.811 per hour for health benefits or \$16.18 per hour without health benefits.

Retaliation

You cannot be transferred, demoted or terminated for reporting violations of the Living Wage Program. All acts of retaliation can be reported to the Office of Certification and Compliance by calling the Living Wage Hotline

You may Report Living Wage Violations to:

City Department Administering this Contract/DLWL

City Department Phone Number

OR

**OFFICE OF DBE PROGRAMS-CERTIFICATION AND COMPLIANCE
LIVING WAGE HOTLINE (314) 890-1809**

HAND-OUT NE-021409
Dated: March 10, 2014

ATTACHMENT C

MINORITY BUSINESS ENTERPRISE AND WOMEN BUSINESS ENTERPRISE (MBE/WBE) PARTICIPATION

It is the policy of the City of St. Louis to ensure maximum utilization of minority and women's business enterprises in contracting and the provision of goods and services to the City, its Departments, agencies and authorized representative and to all entities receiving City funds or city-administered government funds while at the same time maintaining the quality of goods and services provided to the City and its sub-recipients through the competitive bidding process. The provision of this Policy shall apply to all contracts awarded by the City, its Departments and agencies and to all recipients of City funds or City-administered government funds and shall be liberally construed for the accomplishments of its policies and purposes.

1. Definitions: As used in this requirement, "Minority Business Enterprise" or "MBE" and "Women Business Enterprise" or "WBE" are defined as follows:
 - a. "Minority Business Enterprise" or "MBE" means a small business concern as defined in Small Business Act, 15 U.S. C., as amended that is 51 percent owned by a minority or, in the case of a corporation, at least 51 percent of the stock of which is owned by one or more individuals who are minorities; and whose management and daily business operation are conducted by one or more individuals who are Asian American, African American, Hispanic American or Native American and located in the St. Louis Metropolitan Area.
 - b. "Women Business Enterprise" or "WBE" means a small business concern as defined in the Small Business Act, 15 U.S.C., as amended that is 51 percent of the stock of which is owned by one or more women; and whose management and daily business operations are controlled by one or more individuals that are women.
2. Goal: A goal of 25% MBE and 5% WBE utilization has been established in connection with this contract. This goal is based on the original contract amount and remains in effect throughout the term of this Agreement. If an award of this contract is made and the MBE/WBE participation is less than the contract goal, the Contractor shall continue good faith efforts throughout the term of this contract to increase MBE/WBE participation and to meet the contract goals.
3. Obligation: The Contractor agrees to take all reasonable steps necessary to ensure that MBEs/WBEs have a maximum opportunity to participate in contracts and subcontracts financed by or through the DOH provided under this Agreement. The Contractor shall not discriminate on the basis of race, color, national origin, or sex in the award or in the performance of contracts financed by or through the DOH.
4. Eligibility: Contractor should contact the City of St. Louis DBE Program Office to obtain a list of eligible MBEs/WBEs and to determine the eligibility of the MBE/WBE firms it intends to utilize in this contract.

5. Counting MBE/WBE Participation Toward Goals: MBE/WBE participation toward the attainment of the goal will be credited on the basis of the total subcontract prices agreed to between the contractors and subcontractors for the contract items being sublet as reflected on the MBE/WBE Utilization Plan.
6. Post Award Compliance: If the contract is awarded on less than full MBE/WBE goal participation, such award will not relieve the Contractor of the responsibility to continue good faith efforts to maximize participation of MBE's/WBE's during the term of the contract.
7. Substitution of MBE/WBE Firms After Award: The Contractor shall conform to the scheduled amount of MBE/WBE participation. When a listed MBE/WBE is unwilling or unable to perform the items of work or supply the goods or services specified in the MBE/WBE Utilization Plan, the Contractor shall immediately notify the City of St. Louis DBE office prior to replacement of the firm.
8. Good Faith Efforts: When the MBE/WBE goal cannot be met, the Contractor shall document and submit justification utilizing the form titled "Contractor's Good Faith Efforts Report" and provide a statement as to why the goal could not be met.
9. Award Procedure and Documentation: The Contractor is required to submit with its bid the following information to demonstrate the Contractor's intended participation by MBEs/WBEs or to demonstrate that good faith efforts have been made to attain the MBE/WBE goal. The information to be furnished shall consist of:
 - a. The names and addresses of the MBE/WBE firms to be used on the contract.
 - b. A list of bid items of work to be performed or goods and services provided by the MBE/WBE or "The Contractor's Good Faith Efforts" Report and a statement as to why the goal could not be met.
10. Record Keeping Requirements: The Contractor shall keep such records (copies of subcontracts, paid invoices, documentation of correspondence) as are necessary for the DOH to determine compliance with the MBE/WBE contract obligations. The DOH reserves the right to investigate, monitor and/or review actions, statements and documents submitted by any contractor, subcontractor, or MBE/WBE.
11. Reporting Requirements: The Contractor shall submit quarterly reports on MBE/WBE involvement to the DOH. Actual payments to MBEs/WBEs will be verified. These reports will be required until all DBE subcontracting activity is complete or the MBE/WBE goal has been achieved.
12. Applicability of Provisions to MBE/WBE Contractors: These provisions are applicable to all contractors including MBE/WBE contractors. A bid submitted by a MBE/WBE contractor shall be presumed to have met the prescribed goal. If the MBE/WBE contractor intends to sublet any portion of the contract, the MBE/WBE contractor shall comply with provisions regarding contractor and subcontractor relationships.